

Processing of Manufactured Home Permits

CHANGES EFFECTIVE JUNE 6, 2006

To All Manufactured Home Installers:

Effective immediately, the following changes shall be initiated in the processing of manufactured home permits in the City. These are intended to provide compliance with current State of Arizona Office of Manufactured Housing requirements.

- The City shall be utilizing a new manufactured home permit application (copy attached). This conforms to the format suggested by the State of Arizona Office of Manufactured Housing.
- You shall identify any subcontractors involved in the installation of the manufactured home, such as the installer of an awning, if this work is part of the sales contract. The work being performed must comply with the license classifications defined by Rule R4-34-204 of the Statutes and Rules of the State of Arizona Department of Building and Fire Safety.
- The installer shall list both the serial numbers *and* the HUD label numbers of the manufactured home units on the permit application. For multiple unit installations, i.e. double-wides and triple-wides, the label numbers for each unit shall be provided.
- For “park-to-park” relocations of mobile homes, the City shall no longer be issuing the rehabilitation permits. These relocations include mobile homes moved from a mobile home park to another park within Arizona and any mobile home moved into an Arizona mobile home park from out of state. (Rehabilitation permits are required for mobile homes which were manufactured prior to June 15, 1976.) In these cases, it shall be required that the installer obtain a separate rehabilitation permit from the Arizona Office of Manufactured Housing (OMH), and schedule the rehabilitation inspection with the OMH. (The City shall continue to issue the rehabilitation permits, and perform the rehabilitation inspections, for mobile homes moved from or to a private lot. The charge for this permit shall be \$50.00.) Rehabilitations shall be performed in accordance with ARS 41-2195 and Rule R4-34-606. Final inspection of the mobile home shall not be passed until the rehabilitation permit has received final inspection.
- For installations in a manufactured home park, the installer shall provide a site plan in addition to the permit application. This site plan shall identify the locations and sizes of the manufactured home and accessory structures, such as carports and awnings. The distances to the adjacent manufactured homes, awnings, park streets and park property lines (if applicable) shall be identified. These shall comply with the requirements of the City of Maricopa Zoning Ordinance. In addition to the \$200.00 building permit fee, a \$50.00 site plan review fee shall be charged.

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- For the installation of a manufactured home on a private lot, the installer shall provide a site plan in addition to the permit application. This site plan shall identify the following: property lines, property dimensions, the footprints and sizes of the manufactured home and all structures, setback dimensions from all structures to the property lines, swimming pools distances between all structures, zoning district, lot coverage calculation, all easements, covered parking location, and driveway location. All existing and new utilities shall be identified, including the water meter, water supply line, sewer line, sewer clean outs, septic tank and leach field (if applicable), electric service panel, electric service line (overhead or underground), gas meter and gas line. If the private lot has a septic system, the applicant must also provide a letter from the Pinal County Septic Division stating that the existing septic system is adequate. Subsequently, the applicant shall provide a copy of the new County septic permit to the City before the manufactured home installation permit is issued. Final inspection of the manufactured home shall not be passed until the septic permit has received final inspection. The processing of a manufactured home permit on a private lot requires five (5) working days. In addition to the \$200.00 building permit fee, a plan review fee shall be charged at \$70.00 per hour (minimum \$35.00 plan review fee).
- The installer shall declare if any utility terminal installations or upgrades are required, such as the upgrading of an electrical pedestal. This work shall *not* be included in the scope of the manufactured home installation permit, but shall require a separate permit. The application for the utility-related permit shall declare the appropriately licensed contractor's name, license number, license class and City business license number. The utility-related permit can not be issued under the license of the manufactured home installer.

Manufactured Housing Application

Site and Building Information: (Please fill out this section in its entirety)

Atlas Map #.: _____

Installation/Site Address/State: _____

Owners Name: _____

Mailing Address/City/St./Zip: _____

Unit Identification:

Manufacturer: _____ Year: _____

Model: _____ Size: _____

Serial #: _____ Date Entered State: _____

- *Mobile homes built prior to June 15, 1976 require a Rehabilitation Compliance Permit from the office of Manufactured Housing. 602 364-1003.*

ATTACH A DETAILED SITE PLAN SHOWING SIZE AND SHAPE OF PROPERTY, SETBACKS, AND LOCATION OF UTILITIES. INCLUDE CONSTRUCTION DETAILS OF ANY APPLICABLE ACCESSORIES.

Installation Contractor Information:

Installation Contractor _____

Contractor Mailing Address _____

Contractor Phone Number _____ Contractor License # _____

License Classification _____

Dealer Name _____ Phone _____

Dealer Mailing Address/City/State/Zip _____

Applicant's Name _____ Phone _____

OFFICE USE ONLY

Special Conditions: Permit expires 180 days after date of issuance or date of last inspection.

I UNDERSTAND THAT APPROVAL OF THIS APPLICATION DOES NOT GUARANTEE APPROVAL OF THE ACTUAL INSTALLATION. I HEREBY CERTIFY THAT THE INFORMATION ON THIS APPLICATION AND ALL RELATED SUBMITTALS ARE TRUE AND CORRECT.

SIGNATURE OF OWNER/AGENT

DATE OF APPLICATION



Manufactured Housing Application

